

College of The Albemarle Procedure

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Title: Student Risk Assessment

Related Policy: 5.3.2 Student Code of Conduct; 5.3.3 Student Risk Assessment

Division of Responsibility: Student Success and Enrollment Management

I. PURPOSE OF STUDENT CONDUCT REVIEW

College of The Albemarle (College) has an obligation to provide a safe place for its students to learn and a safe place for its employees to work. When any College employees or students have a concern about a student's potential to have a negative consequence on the safety of College employees, other students or themselves, they are encouraged to report the matter to the vice president of student success and enrollment management ("vice president"), or designee. If warranted, the College's Campus Assessment, Response and Evaluation Team (CARE Team) which is a cross-functional multidisciplinary group focused on prevention and early-intervention for students exhibiting concerning behaviors, may be used to address the situation. The following procedures are outlined to guide this process.

II. PROCEDURES FOR CONDUCT REVIEW

A. Step One

College employees or students who are concerned about a student displaying elevated levels of distress, disturbance, or dysregulation (e.g., suicidal thoughts or impulses, violent and aggressive impulses, depression, disruptive behavior, physical or sexual abuse) or displaying behavior that poses a direct threat to the health, welfare and safety of the College community are encouraged to submit a report using the College's online incident reporting system which is located on the College's website. Reports for imminent/immediate threats of harm/danger may be made to campus security in person or by phone. If the situation is life threatening or warrants, call 911.

Campus Security Numbers:

COA - Currituck: 252-435-7804

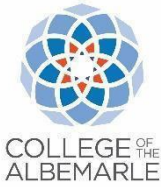
COA - Dare: 252-216-6354

COA - Edenton-Chowan: 252-722-2429

COA - Elizabeth City: 252-312-3905

B. Step Two

The vice president, or designee, will conduct a review based on the report. When conducting the review, the vice president, or designee, shall consider, among other things: (a) the severity of the reported behavior; (b) whether the reported behavior represents a direct threat to the health, welfare and safety of the College's community;



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(c) the student's academic, attendance and discipline records; (d) whether this type of behavior has been reported in the past; and (e) whether or not the reported behavior, if true, violates the Student Code of Conduct.

When conducting the review, the vice president, or designee, may: (a) speak with the student; (b) gather additional evidence or information by interviewing members of the College community; (c) compile additional documentation; and (d) review other evidentiary sources.

Based on the result of the conduct review, the vice president, or designee, may do the following: (a) treat the matter as a disciplinary action pursuant to Policy 5.3.2 Student Code of Conduct, if a violation is believed to have occurred; (b) make a written referral of the findings to the CARE Team for review; or (c) no further action is warranted. If the vice president, or designee, makes a referral to the CARE Team, the student shall be informed in writing concerning the referral. Both the student and CARE Team shall be provided with a copy of the conduct review findings.

III. CARE TEAM REVIEW AND DETERMINATION

A. Membership

Members of the CARE Team are:

1. Director, Advising and Student Success (Chair)
2. Chief Operations Officer or Designee
3. Director, Admissions and Recruitment
4. Coordinator, Accessibility and Student Conduct
5. Academic Deans
6. Campus Dean
7. Director, College and Career Readiness
8. Vice President, Student Success and Enrollment Management (ex-officio)
9. Other appointees as needed (SSEM leadership team members, psychology instructor, legal counsel, human resources, professional mental health representative, etc.)

B. CARE Team Review

If referred by the vice president, or designee, the CARE Team will review the concern to determine if the speech or behavior in question is creating, or may lead to, an unsafe environment and impede the success of the student in question. The CARE Team's report will be based on the nature of the behavior, the severity of the safety risk and the student's needs.

As a part of this evaluation, the CARE Team will review the vice president's, or designee,



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findings and may meet with the individual(s) bringing forth the concern, witnesses and the student in question. Further, the CARE Team may request or require that the student be evaluated by outside professional(s) to determine their suitability to be a student at the College. The student will have an opportunity to review any documentary evidence reviewed by the CARE Team and will be allowed to address the CARE Team and may be accompanied by an advocate; however, only the student will be allowed to address the CARE Team and not the advocate.

C. CARE Team Determination

Upon completion of the review, the CARE Team will submit their written findings and determination to the student and vice president. The CARE Team may include, but is not limited to, the following recommendations in their findings:

1. No action required.
2. Propose a resolution to address miscommunication.
3. Propose an action plan to address concerning behaviors and support student success.
4. Refer students for an external psychological assessment at the College's expense and without further recommendation for an assessment.
5. Refer the matter to Policy 5.3.2 Student Code of Conduct to initiate appropriate disciplinary action if a violation is believed to have occurred. The CARE Team is not authorized to suspend or involuntarily withdraw a student.

A student's failure or refusal to comply with determination of the CARE Team as administered by the director of advising and student success will constitute a basis to charge the student with an offense under Policy 5.3.2 Student Code of Conduct and administer according to Procedure 5.3.2.2 Discipline and Appeal for Non-Academic Violations.

All documentation associated with each concern addressed will be maintained in the incident reporting system according to the approved Records Retention and Disposition Schedule.

D. Incident Follow-up

If warranted, the CARE Team, at its discretion, may require periodic follow-ups with the student. The desire and frequency of such follow-ups shall be included in the CARE Team's written determination. Failure by the student to participate in required follow-ups may be treated as a disciplinary infraction.

June 13, 2023

June 10, 2024

June 10, 2024

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision